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23 May 1986

100-15

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 23 May 1986

1. Retirement was the main focus of the Office of Personnel's (OP) attention with the Congress and the Administration reaching basic agreement on the provisions of the new supplemental retirement bill, thus clearing the way for quick passage (anticipated this week) and signing by the President. An OP representative was on the Hill working hand-in-hand with the House Permanent Select Committee on Intelligence (HPSCI) and the Senate Select Committee on Intelligence (SSCI) staffers to ensure Agency requirements were incorporated into the final legislation. The bill provides for an extension of the interim retirement contribution provisions until 1 January 1987 and for refund of any excess amounts withheld as a result of the expiration of the 30 April deadline for finalizing this proposal. The Office of Finance (OF) did not implement the initial deductions and none will have to be withheld if the legislation is passed and signed by the President before the next pay period. Deductions for employees hired prior to 1 January 1984 are not affected by this legislation.

2. Representatives from OP and the Office of Congressional Affairs (OCA) attended the Governmental Affairs Committee hearing on the Roth/Stevens "early-out" retirement bill. In testimony before the Committee, the Director of the Office of Personnel Management gave qualified endorsement for the bill which would (1) permit employees to voluntarily retire earlier than normal during a limited period from 1 July 1986 to 1 January 1987 and, (2) establish defacto ceiling reductions by restricting the hiring of replacements for employees who retire under the bill. The Administration still is considering the overall implications of this bill to various agencies. While the Administration understands the reason for proposing a way to reduce the size of the Federal Government, the President must have greater flexibility to determine how the bill would be implemented. It is clear from comments made by Committee members that some changes are anticipated to this bill and thus it may be some time before any final legislation is considered. In the interim, OP and OCA will be closely following the progress.

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4. Representatives from OP, OF, and the Office of Medical Services spent three days [ ] interviewing and testing applicants for professional OF positions. This special project is expected to result in approximately [ ] applicants being placed in process for OF. Concerted efforts such as this are contributing toward reducing the current shortfall of OF professional employees.

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5. Special Saturday presentations by OP resulted in [ ] clerk typist applicants being tested, with [ ] qualifying. Four more presentations are scheduled during May and June. Intensified efforts also are underway to identify and recruit qualified clerk typists and stenographers throughout the East Coast and Southern states.

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6. The Human Resources Seminar was held this past week to acquaint the Human Resources Task Force and its advisory groups with the most current theories on the subject of human resource management. The Task Force, consisting of senior representatives from each Directorate and the E Career Service, has been examining ways to improve the flexibility of the Agency's human resource management system to meet changing mission and personnel needs. The seminar provided the participants with an opportunity to test out some of their ideas on the speakers, who addressed areas including management development and strategies, organizational alternatives, compensation and benefit trends, and the integration of program and human resource planning. Task Force findings and recommendations to the DDCI are due in August.

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7. The Office of Information Technology (OIT), on 16 May, accomplished the task of co-locating all the Directorate of Intelligence customers in the [ ] Computer Center. This will assist the implementation of Support for the Analysts' File Environment (SAFE) Delivery 2.

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S E C R E T

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8. There was an extended SAFE outage on Sunday, 18 May. The problem was due to a procedural error that resulted in the delay of processing incoming traffic for two hours Monday morning and a delay in updating certain key files for twenty-four hours. The incidents leading to the problem are understood and corrective actions have been taken by OIT.

9. The Office of Training and Education (OTE) reports that the Executive Development Program's elective seminar "CIA and The Congress" began on 13 May. The opening session panelists were the Director, Office of Congressional Affairs and members of his staff. After the panel session, the participants met with Representative J. Kenneth Robinson, former ranking minority member, HPSCI, who provided insights on the CIA-Congressional relationship as seen from the Hill. On 14 May, the seminar met with Representative Henry J. Hyde, Member, House Foreign Affairs Committee and Member of HPSCI. Congressman Hyde discussed his bill to have only one oversight committee, a joint House-Senate Committee, stating that he preferred a smaller membership on the joint committee than his bill calls for.

25X1 10. More than  Career Trainees from all four directorates will begin interim assignments in the Directorate of Operations during June. With one exception, all will be going to their first or second choices of assignment--reflecting a fortuitous group of "wish lists" from the trainees.

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13. As a result of two recent death threats to OP recruiters, the Office of Security (OS) has prepared a briefing on methods of self-protection which will be delivered to OP recruiters throughout the country.

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25X1 14. On 19 May, the individual who made the threats to the OP recruiting office [ ] was arrested by the police who were acting in response to an OS initiative. This individual has been known to law enforcement personnel for making previous threats against government officials. He was arrested for carrying a concealed weapon in addition to other charges.

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25X1 18. On 15 May, OL presented a performance award fee to Eastern Allied Maintenance Corporation senior management totalling [ ] for the first two quarters of the fiscal year. The award totalled 91.5 percent of the amount available, and identified excellent performance for the exterior grounds maintenance, support of special Agency functions, short deadlines on renovation projects, security, and cost performance. Deficiencies were identified in several management objectives and in the noticeable decline in custodial support.

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20. An evaluation of personal copiers is currently in progress by OL. A memorandum was received from OS detailing their criteria for plain text processing equipment evaluation. Primary consideration is being given to the ease of moving the copiers to overseas locations and the ability of the machines to be kept operational without the need for vendor-maintenance personnel to service the equipment. In order to address these considerations, copier weight, size, ability to operate on foreign electrical power, and degree of user maintenance functions (replacing toner and fusing element) are being evaluated.

21. OL reports that major concrete pours are continuing in the South Tower of the new Headquarters Building. Of 28 pours scheduled in the South Tower, 14 have been completed so far. The contractor still anticipates completion of all major concrete pours in the entire building by mid-June. Masonry work is also in full swing with stairwells being closed in, equipment rooms being built, and restrooms being enclosed. The first windows, which comprise the interior window wall, have been installed on the second floor of the North Tower. Work on the exterior curtain wall is scheduled to begin in late June.

22. OL provided a 20-slide briefing on the New Building Project to OTE which will be used by the Secretarial Training Branch in the familiarization training for new secretaries.

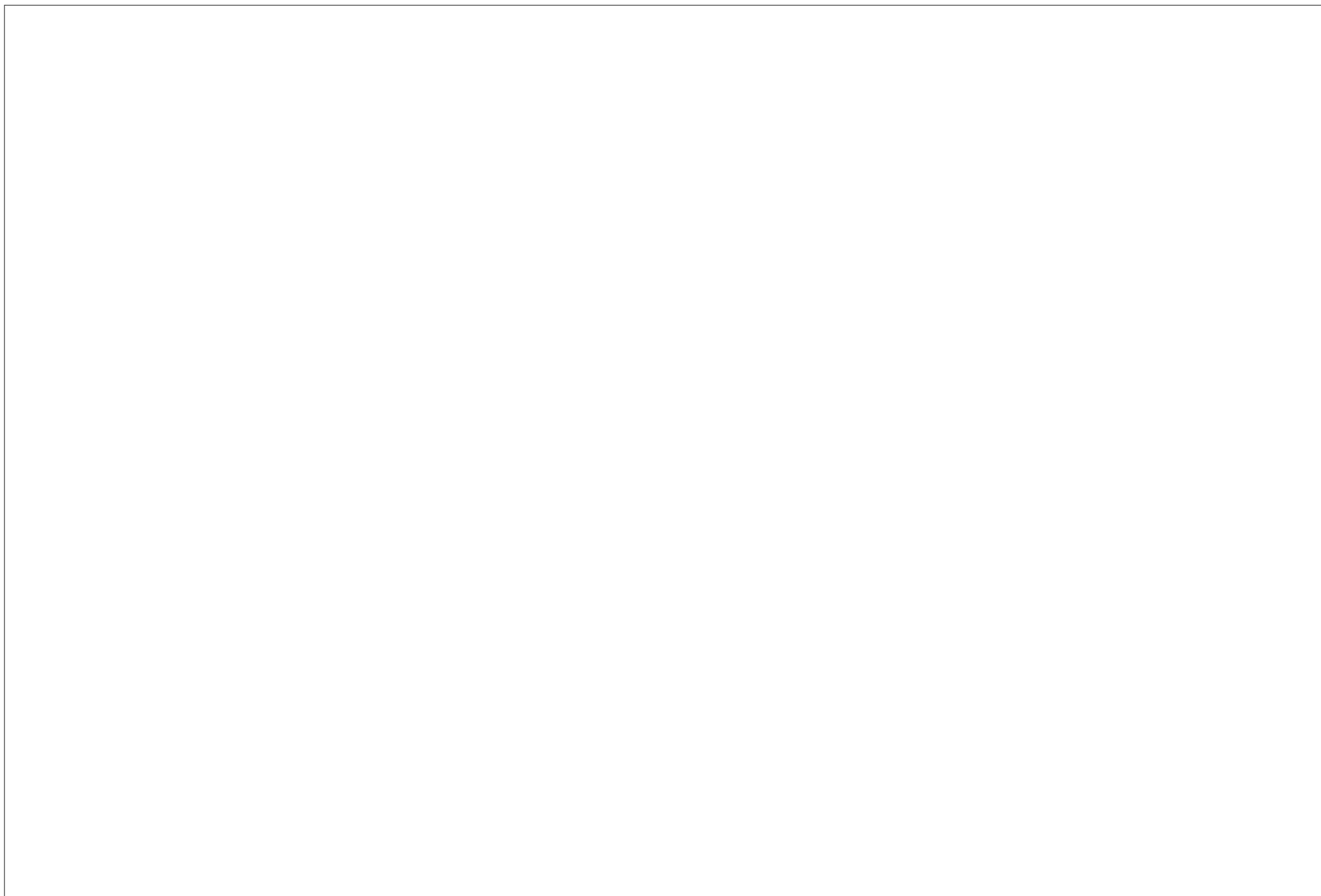
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William F. Donnelly

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ORIG:DA/Plans [redacted]:tp:23 May 86 [redacted]

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